



POSITION DESCRIPTION

Cleaner

Incumbent:	VACANT
Department:	Infrastructure
Reports to:	Cleaning Services Team Leader
Supervises/manages:	Nil
Employment Status:	Full Time
Award Classification:	Band 1
Prepared by:	Human Resources Lead
Approved by:	Chief Executive Officer

Position Summary

The Cleaner will provide high quality cleaning and general maintenance services to Council owned/leased buildings, facilities and amenities across the municipality, ensuring a high level of cleanliness and hygiene for other employees and the general public.

Whilst maintaining a safe environment, the cleaner will provide efficient, courteous service to customers, hirers, and colleagues alike.

Key Responsibilities

- Undertake a broad range of tasks associated with the cleaning of Council buildings, facilities and public amenities.
- Work with minimal supervision to carry out a broad range of tasks.
- Report equipment failure, maintenance requirements, damage, and security issues.
- Use cleaning products and chemicals in accordance with Safety Data Sheets (SDS).
- Report all safety incidents as per Council's policies and procedures.
- Attend to the arming of security systems where required ensuring that facilities are restricted to the public outside working hours and after functions.
- Provide customer service to and assist community members as required.
- Represent Council in a positive and professional manner.
- Undertake the administrative functions associated with the role.
- Ensure compliance with Council's Risk Management Policy, Risk Management Framework and Occupational Health & Safety Policy.
- To comply with all other policies and procedures of Council.
- Any other duties as required within the scope of the position.

Accountability & Extent of Authority

- Accountable for the provision of a clean and safe environment for colleagues, visitors, customers, and the community.
- Accountable for providing general maintenance to Council owned or maintained building and facilities as required.
- Responsible for providing efficient and courteous service to customers at all times.



POSITION DESCRIPTION

Judgement & Decision Making

- The freedom to act is governed by clearly defined procedures, policies and practices of operation as established by Ararat Rural City Council.
- Ability to resolve minor problems that relate to an immediate task.
- Guidance and advice are always available.

Specialist Knowledge & Skills

- An eye for detail and being proactive.
- Knowledge of cleaning chemicals, proper storage, and disposal methods.
- Self-motivation and the ability to identify and complete needed tasks without direct supervision.

Management Skills

- The ability to work under minimum supervision.
- The ability to set priorities, organise and complete duties in an efficient and effective manner.
- During peak times some flexibility with workplans may be required.

Interpersonal Skills

- Good communication and time management skills.
- Effective customer service skills.
- Reliable and well presented.

Qualifications & Experience

- Knowledge of commercial cleaning practices, including methods, equipment, materials, and chemicals
- Demonstrated ability to be self-motivated, perform duties in a reliable and enthusiastic manner, working as an individual and in a team environment.
- Demonstrated commitment to providing a high level of customer service.
- Current Victorian driver's license
- Reliable vehicle.

Position Approval

	Signed	Date
Acknowledged by Employee		
Approved by the HR Lead		
Approved by the CEO		